



EGCSD • Laguna Town Hall

3020 Renwick Avenue, Elk Grove, CA 95758

916-684-7550 • Fax 916-684-7551

www.egcsd.ca.gov

Laguna Town Hall Rental Summary Private Event Rates

Reception Hall Rates - Seating Capacity: Dining - 300; Theater style – 400

Package #1 – Saturday– All day (12 hr. block of time)	\$1,550
Additional hours over 12 hr.....	\$100 per hour
Package #2 – Friday or Sunday from 3 p.m. to 12 midnight (9 hr.).....	\$1,150
Hourly Use – Monday-Thursday (all day) and Friday until noon (2 hr. min.).....	\$100 per hour + Set-up/cleaning

Half-Reception Hall Rates - Seating Capacity: Dining - 150; Theater style – 200

Note: Rental of Half-Reception Hall is not available on Saturdays

Package #3 – Friday or Sunday from 3 p.m. to 12 midnight (9 hr.)	\$900
Hourly Use – Monday-Thursday (all day) and Friday until noon (2 hr. min.).....	\$50 per hour + Set up/cleaning

Courtyard/Amphitheater Rates - Seating Capacity: 200

Note: In addition to Reception Hall Rate. Please see Outside Addendum

0-100 Guests	\$150.00
101-200 Guests	\$250.00

General Information

- **Reception Hall Packages include:** use of Reception Hall, Kitchen, Foyer and Dressing Room. Complimentary equipment includes use of chairs and tables, 2-100 pot coffee makers, and the PA system.
- **Price includes** set up and takedown of tables and chairs, normal event clean up, and an on-site Facility Staff. If an outside rental company provides tables, chairs, or other equipment for the event, the renter is responsible for setup, takedown and removal of this equipment within time allotted in package.
- **Setup/Decorating Time must be done within time allotted in package.** Additional set up/decorating time can be purchased for all Packages. Facility chairs are not permitted on grass areas.
- **Building security is required for most events during the time when guests are present.** This cost is in addition to the rental rate. Different events require either private security or off-duty sheriffs. Town Hall staff will make necessary security arrangements. If security is required to provide additional service beyond scheduled time, renter will be responsible to pay for additional time.
- **The renter must provide a certificate of liability insurance.** This can normally be obtained from the renter's insurance agent. The certificate must name Elk Grove Community Services District as additionally insured, and provide at least \$300,000 of general liability coverage. The renter can also purchase one-day insurance from the Laguna Town Hall. If the renter sells alcohol, separate insurance is needed. Ask staff for more details.
- **Take Down/Cleaning –** Package prices include table and chair take down and "normal" facility cleaning. Sufficient time should be allocated for removal of personal and rental equipment and should be done within time allotted in package. For hourly rentals, ask Town Hall staff for set up/cleaning charges.
- **Rental Times** can begin as early as 7 a.m. and must end by **11:30 pm** with personal and rental equipment removed from facility by 12 midnight.
- **Outside Activities** on the Patio or in the Amphitheater must end by 10 p.m.
- **Candles, Pyrotechnics or open flames are not permitted at the Town Hall.**
- The Town Hall is not available for "open to the public, pay at the door" events.
- The Town Hall is a Non Smoking facility.
- Town Hall Staff is not responsible for any items left unattended at the facility after your scheduled event has concluded.

Deposits/Payments

- An event deposit of \$400 is required to reserve an event date. This deposit is applied to your total rental fee. The balance of the rental fee is due 2 months before the event date. If the event cost is less than \$400, full payment is required to reserve the event date.
- A damage deposit is also required with a Visa or MasterCard number. The card is not charged unless damages occur.

Event Cancellation/Date Change

Cancellation fees are as follows:

6 months or more before the event	\$100 cancellation fee
2 to 6 months before the event	\$400 cancellation fee
1 to 2 months before the event	\$600 cancellation fee

The full rental fee is required if the event is cancelled within 1 month of the event date.

A date change can occur with a \$100 charge if 1) notice is given at least 2 months before the original date and 2) the original date can be rebooked. Otherwise, cancellation fees will be applicable.

Other Town Hall Facilities Available for Rental

Large Meeting Room - Seating Capacity – 70

Hourly Use – Monday-Thursday (all day) and Friday until noon (2 hr. min.).....	\$55 per hour + set up/cleaning
Adding Large Meeting Room rental to any Package	\$85

Small Meeting Room - Seating Capacity – 30

Hourly Use – Monday-Thursday (all day) and Friday until noon (2 hr. min.).....	\$25 per hour + set up/cleaning
Adding Small Meeting Room rental to any Package	\$40

Permits

Special Permits are required by renters for the following conditions:

- Liquor License - Required when alcoholic beverages are sold/served to the public
(ABC Commission, 227-2002)
- Sales Permit - Required when a commodity is sold to the public (State Board of Equalization, 227-6700)
- Sound Permit - Required when outside amplified sound equipment is used.
(Parks & Rec. Dept. 684-7550)
- Health Permit - Required when event is longer than one day; when food/beverages are sold
(Sacramento County Health Dept. 875-5881)
- Solicitation Permit - Required when non-profit organizations solicit funds
(Sacramento County License 874-6644)



Application for Use of Laguna Town Hall

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GENERAL (please print)

Primary Contact Person _____ Organization (if applicable) _____

Address _____ Zip _____ ☐ Requesting Resident Non-Profit status (C)

Day Phone _____ Eve Phone _____ Pager/Cellular _____ Fax _____

Alternate Contact Person _____ Relation to Primary Contact (friend, mom, etc.) _____

Day Phone _____ Eve Phone _____ Pager/Cellular _____ Fax _____

THE EVENT

Date(s) _____ Day(s) of Week _____ Time in Facility: From: _____ am/pm To: _____ am/pm

Person in charge during event _____

Attendance _____ Time Event starts: _____

Description of Event (B) (D) _____

Serving food or beverage? (1) ☐ Yes ☐ No

Will alcohol be served? (2) ☐ Yes ☐ No

Beer ☐ Wine ☐ Liquor ☐

Selling food or beverage? (1) (B) ☐ Yes ☐ No

Will alcohol be sold? (3) (A) ☐ Yes ☐ No

Who is providing food or beverage? ☐ Renter ☐ Caterer

Caterer Name _____

Caterer Phone _____

Is there a charge to attend event? ☐ Yes ☐ No

Event open to the public? ☐ Yes ☐ No

Will there be music? ☐ Yes ☐ No

Live ☐ What type: _____ Recorded ☐

Is any part of your event outdoors? (E) ☐ Yes ☐ No

Other Event Info/Describe Outdoor Activities

• Map of Outdoor Area marked? ☐ Yes ☐ No

FACILITY USE

☐ Reception Hall Package (Hall w/Stage, Kitchen, Dressing Room)

PKG: 1 ☐ 2 ☐ Hourly ☐

☐ Half-Reception Hall Package (Half-Hall w/Kitchen or Stage)

PKG: 3 ☐ Hourly ☐

☐ Large Meeting Room

☐ Small Meeting Room

☐ Courtyard

☐ Other facility _____

EQUIPMENT

☐ 100 cup coffee maker #1

☐ PA System-1 microphone

☐ _____

☐ 100 cup coffee maker #2

☐ _____

☐ _____

See Page 2 for Reservation Policies and Regulations

REQUIREMENTS (staff complete this section)

Cleaning/Damage Deposit Form Yes ☐ No ☐

Insurance Required: CSD ☐ OF ☐ Yes ☒

Additional Insured Endorsement Yes ☒ Comments: _____

Product Liability Endorsement (1) Yes ☐ No ☐

Host Liquor Endorsement (2) Yes ☐ No ☐

Liquor Endorsement (3) Yes ☐ No ☐

Liquor License Required (A) Yes ☐ No ☐

Sales Permit Required (B) Yes ☐ No ☐

Non-Profit Status Required (C) Yes ☐ No ☐

Security Required Yes ☐ No ☐ Private ☐ Sheriff ☐ No. of security _____

Time security on site From _____ am/pm To _____ am/pm

Event Addendum Required (D) Yes ☐ No ☐

Outside Addendum Required (E) Yes ☐ No ☐

Date due _____

Date received _____

Date App in Office _____

Taken by _____

In RecWare _____

Permit # _____

Reviewed by _____ Date: _____

Reviewed by _____ Date: _____

Reservation Policies and Regulations

1. **Events** can begin as early as 7 a.m. and must end by **11:30 pm** with personal and rental equipment removed from facility by 12 midnight. **Outside Activities** on the Patio/Amphitheater must end by 10 p.m.
2. If the event goes beyond the scheduled hours, or there is any damage to the facility or equipment used, charges will be billed at the applicable rate.
3. **The District reserves the right to require off-duty sheriffs for any rental the District feels is appropriate.**
4. **Building security** is required for most events during the time when guests are present. This cost is added to the rental rate. Different events require either private security or off-duty sheriffs. Town Hall staff will make necessary security arrangements. Building security personnel are on site to ensure damage does not occur at the facility. They do not screen people attending the event - the permittee is responsible for this if so desired.
5. In the event security should be required to extend their scheduled time, the renter will be responsible to pay for any additional time.
6. The Town Hall is not available for "open to the public, pay at the door" events. All tickets must be pre-event sales.
7. **Event Addendum** required upon request prior to approval of event. If it is determined there has been misrepresentation, renter will be subject to a loss of deposit or monies applied to event.
8. In the event of a "black out" the EGCS D Laguna Town Hall will not be held responsible for interruption to an event.

SET UP/CLEAN UP RESPONSIBILITIES

1. **Set Up/Decorating Time** is included in the package price. Additional set up/decorating time can be purchased.
2. **Set Up/Cleaning** – Package prices include table and chair set up by staff, plus normal cleaning. For hourly rentals, ask staff for set up/cleaning charges.
3. **Hours requested** should include time for the permittee's set up needs. Individuals associated with the event will not be allowed to enter the facility before the time indicated. All individuals associated with the event must vacate the facility by the indicated ending time.
4. **Delivery/pick up of supplies or equipment** must occur at the facility during the rental. Nothing can remain after the event. ***Town Hall Staff is not responsible for any items left in the facility after your scheduled event has concluded. _____ Initial***
5. **"Person in charge during event"** (see Page 1) will make contact with staff at the designated starting time to sign in and do a walk through. This same person must be available to staff throughout the event and will sign-off at the conclusion of the event.
6. **Candles, open flame, or pyrotechnics of any kind** are not permitted at the Laguna Town Hall.

7. **Smoking** is **not** allowed in any room within the facility.

ALCOHOL

1. Permittee accepts the responsibility for use of alcohol in the facility and agrees to prohibit use of alcohol by minors.
2. Permittees that charge a fee to serve alcohol, or charge an admission fee and serve alcohol, must obtain a temporary Liquor License from the State of California Alcoholic Beverage Control Board. Evidence of such a license must be on file at the Laguna Town Hall at least 30 days prior to the event.
3. May require additional security at renter's expense.

DEPOSITS/PAYMENTS

1. A deposit of \$400 is required to reserve an event date. This deposit is applied to your total rental fee. The balance of the rental fee is due two (2) months before the event date. If the event cost is less than \$400, full payment is required to reserve the event date.
2. A deposit which covers facility or equipment damage, or time overage, is also required with a Visa or MasterCard number. The card is not charged unless damages and/or time overage occurs.

EVENT CANCELLATION/DATE CHANGE

Cancellation fees are as follows:

6 months or more before the event	\$100 cancellation fee
2 to 6 months before the event	\$400 cancellation fee
1 to 2 months before the event	\$600 cancellation fee

The full rental fee is required if the event is cancelled within 1 month of the event date.

A date change can occur with a \$100 processing fee if 1) notice is given at least 2 months before the original date and 2) the original date can be rebooked. Otherwise, cancellation fees apply.

INSURANCE REQUIREMENTS

1. **A certificate of liability insurance** must be provided by the renter. This can normally be obtained from the renter's insurance agent. The certificate must name Elk Grove Community Services District as additionally insured, and provide at least \$300,000 of general liability coverage.
2. **Other insurance endorsements** are required as noted on Page 1 of this Application. Evidence of insurance must be on file at the Laguna Town Hall at least 30 days prior to the event.
3. **One-day event insurance** is available for purchase if so desired. Ask staff for details.

PLEASE READ BEFORE SIGNING – INDEMNITY AND HOLD HARMLESS

The applicant and/or organization is solely responsible for the event conducted within the facility and shall bear financial responsibility for all damages to District's property, or for any claims made as a result of any accidents or injuries to the permittee, guests, or invitees or any person providing services to the applicant and/or organization. Applicant and/or organization shall be responsible for the control and supervision of the people in attendance during the use of the facility and shall see that no damage is done. Any violation of this provision may result in a denial of further permits and financial loss. Permittee shall assume the defense of and indemnify and save harmless the District, its officers, employees, and agents from all claims, loss, damage, injury and liability of every kind, nature, and description directly or indirectly arising from the performance of his operations under this Agreement. Acceptance by the District of the Insurance Certificate does not relieve the permittee from liability under the indemnity and Hold Harmless Clause.

I have read the above Reservation Policies and Regulations and agree to abide by all of the conditions of this application and of any contract or permit issued based on this application.

Signature _____



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Damage Deposit /Time Overage with Visa or MasterCard number

Event Date: _____

As part of my EGCSD-Laguna Town Hall rental, I am using the VISA or MasterCard number below for the \$400.00 Damage Deposit. I understand the credit card is not being charged at this time; however, the Monday prior to the event a \$400.00 hold will be placed on this credit card. This hold is to offset the costs in event of facility and/or equipment damage. Depending on your credit card bank, this hold will drop off between five to ten days. I agree my credit card can be charged for up to four hundred dollars (\$400) in the event of damage.

Renter Name Printed

Renter Signature

Card used for deposit:

____ VISA Card
____ MasterCard

Name on Credit Card

Credit Card Number

Expiration Date

Office Use Only

_____/_____
Approval #

_____/_____
Date

_____/_____
Staff Initials



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Insurance and Permit Requirements

Name of Permittee _____

Date of Event _____

Requirements

- 1) The items checked below are required for your rental at the EGCSD – Laguna Town Hall.
- 2) The Certificate of Insurance and necessary Permits are due no later than 60 days prior to the event. A Homeowner's or Tenants Insurance policy can usually provide insurance for your rental. Check with your insurance agent.
- 3) The Certificate of Insurance must be in the name of the person/organization who signs the permit. It must also clearly show the liability limits and policy dates to be valid.
- 4) Renters unable to secure an appropriate Certificate of Insurance will be required to purchase one-day event insurance from the EGCSD – Laguna Town Hall.

Checked items are required for your event

- ___ **Certificate of Insurance** for COMPREHENSIVE GENERAL or COMPREHENSIVE PERSONAL LIABILITY coverage for a minimum of \$300,000. The following statement must appear on the certificate: *"Additional Insured Endorsement names the Elk Grove Community Services District, its directors, agents, or employees are included as additional insured."*
- ___ **Product Liability Endorsement.** This is required on the Certificate of Insurance when food or beverage is sold, furnished, or given away.
- ___ **Host Liquor Endorsement.** This is required on the Certificate of Insurance when the renter provides alcoholic beverages, but no fee is involved.
- ___ **Liquor Endorsement.** This is required on the Certificate of Insurance when alcoholic beverages are sold, or if dispensed by a caterer. A Liquor License is also required. See information below.
- ___ EGUSD schools. Insurance on file. No other insurance information needed.
- ___ State/County/Government Agencies. A letter on agency letterhead must be provided stating the agency is self-insured. The letter must include the 1) the name of the agency requesting the reservation; 2) the facility being used; 3) the date of the event; and 4) the signature of the Department/Division Head.

Permits required

- ___ **Liquor License.** This is required when alcoholic beverages are sold to the public. Contact the Alcoholic Beverage Commission. 916-227-2002
- ___ **Sales Permit.** This is required when a commodity is sold to the public (not food or beverage). Contact the State Board of Equalization. 916-227-6700.
- ___ **Non-Profit Status Form.** Required to receive non-profit rental rates. Form provided by Laguna Town Hall staff.
- ___ Other _____



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Outside Addendum

Event Name: _____

Event Date: _____

Dear renter:

During our application process, you indicated that you would be using the outside facility. Please review the information regarding outside use.

Area to be used: _____ Courtyard _____ Amphitheater _____ Grassy Area

0-100 Guests \$150

100-200 Guests \$250

- Price includes use of CSD chairs set up outside in non-grass areas by staff, plus normal cleaning.
- Setup and takedown of decorations must be done within allotted rental time.
- All outdoor activities must conclude by 10:00 p.m.
- CSD tables and chairs may not be used in the grass areas or the damage deposit will be forfeited.
- Rectangular tables may be used outside in the Courtyard.
- The maximum dining capacity for the facility is 300 guests.
- The CSD does not have an outside sound system. While there is a public announcement system inside the Reception Hall, its use does not extend to the outside facility.

If you have any questions or concerns please feel free to call us at (916) 684-7550.

Laguna Town Hall Staff



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Decoration Guidelines

Elk Grove CSD staff takes pride in being able to offer a quality facility. Thank you for reviewing and observing our policies. In order to maintain our facility we request that you comply with the following guidelines.

1. Candles (this includes birthday and Unity Candle) or open flames and pyrotechnics of any kind are not permitted.
2. At no time shall Fire Exits be covered or obstructed.
3. All decorating must be done by patron or hired service and must be non-flammable.
4. The Renter assumes full responsibility to remove all decorations within allotted rental time as stated on permit. Any time that exceeds the regularly scheduled contract time will be charged to the Renter including staff overtime charges and hourly room rental fee. The CSD reserves the right to request the removal of any decorations that are considered offensive.
5. Storage facilities are not available for applicant's use (this includes caterer's equipment or special rental items such as tables to be stored before or after the event.)
6. No staples, tacks, nails or screws may be used to hang decorations to fixtures, non-tackable walls, windows, or ceilings.
7. Glitter, hay, straw, silly string, confetti or rice is prohibited inside or outside of the facility. Birdseed is suggested for outside use.
8. If a Public Address system is to be used outdoors, a sound permit is required. Permits are available from the EGCSD.
9. Fog machines are not permitted in the facility.
10. Balloons must be secured and weighted when utilized in the facilities and must be removed by the group immediately following the function/event/activity. Balloons are not to be released outside the facility. No free-floating balloons are permitted inside the building because of lights, air vents and high ceilings. Failure to remove balloons may result in additional fees charged to the applicant.

If an outside rental company provides tables, chairs, or other equipment for the event, the renter is responsible for setup and takedown of this equipment. EGCSD Staff is not responsible for any items left in the facility after your scheduled event has concluded.